

**APPROVED MINUTES OF THE FEBRUARY 27, 2017 MEETING OF THE  
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

Location: Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA 22035, Conference Room 232

Attending: **SBC Members**

John Pellegrin, Claire Tse, Tracey Wood, Ed Reniker, Cyrus Sobhani, Kelly Hebron, Elizabeth Novak, Patrick Fogarty, Eva Freund, Marvin Powell

**Staff (Department of Procurement and Material Management)**

Cathy Muse, Jason Im, Art Quintana

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The meeting was called to order at 7:05 p.m. by Chairman Pellegrin

Minutes from the January 23, 2017 meeting were approved without amendment

**Laurel Hill Sportsplex**

- John Breheny and Jay McConville representing the Laurel Hill Sportsplex presented an overview of the project
- The presentation materials and handouts are available upon request

**Committee Reports**

**Communications**

- Commissioner Reniker has submitted his draft of the Annual Report to DPMM
- The SBC will take a group photo at the March meeting
- Action Item:
  - DPMM to prepare and print the Annual Report

**Community Business Partnership**

- Commissioner Hebron presented an update based on the meeting on 2/3 touching on its move into a new facility and growing capacity for their incubator program
- The Veterans in Business Conference will be held on 3/23  
(<http://events.r20.constantcontact.com/register/event?oeidk=a07edomptmbf99b5457&llr=466xp8n6>)

**Economic Advisory Council**

- Commissioner Hebron attended its latest meeting that focused on the issues related to repurposing aging buildings in the County and STEM opportunities for students

**Education and Outreach** – No report

**Executive**

- Commissioner Pellegrin talked about matching the diversity of the Small Business Commission with the County at-large
- Ms. Muse suggested that the best way to help shape the Commission would be to help nominate candidates when positions are open

**Legislative and Policy**

- Commissioner Sobhani shared a summary of the February 2017 newsletter
- Action Item:
  - DPMM to update the committees page with the February 2017 newsletter (<http://www.fairfaxcounty.gov/dpmm/sbc/committees.htm>)

**Media Productions**

- Commissioner Wood advised that additional interviews will be recorded including one featuring Commissioner Hebron
- Action Item:
  - SBC to notify Commissioner Wood for scheduling future recordings

**Office of Emergency Management**

- An added focus on cybersecurity and information technology from the Office of Emergency Management will be a priority this year at the Vendor Forum
- Action Item:
  - Commissioner Novak to ask OEM's Avery Church whether cybersecurity can be a topic covered by OEM at the Vendor Forum

**Ombuds**

- Commissioner Pellegrin encouraged all commissioners to emphasize to the public that the Ombuds committee is available as a resource to County residents and business owners with questions or issues related to small business

**Strategic Planning** – No report

**Transparency**

- Ms. Muse reported that the project to include SWaM numbers in agencies that do not report in FOCUS is on hold while the Auditor to the Board of Supervisors completes an audit
- It was emphasized that the audit does not preclude members of the Small Business Commission from encouraging their Supervisors to push for more reporting

**Vendor Comments Board** – No report

**Vendor Forum**

## SBC Meeting Minutes – February 27, 2017

- Commissioner Pellegrin reported progress on finding speakers on cybersecurity
- Selling to Fairfax County will continue as a workshop
- Action Item:
  - SBC to send questions and concerns to Commissioner Pellegrin regarding potential speakers and topics

### **Old Business**

- Commissioner Wood has received at least three nominations for the Beatrice Malone Small Business Award and will continue to receive nominations until March 31
  - Nomination form will be available on <http://www.fairfaxcounty.gov/dpmm/vendorforum/>

### **New Business**

- Commissioner Wood announced the NVDECS scholarship and will receive nominations for potential recipients until March 18 at <http://www.nvdecs.org/scholarships/scholarships.htm>
- Commissioner Wood announced that Chairman Sharon Bulova is looking for volunteers to serve on the committee discussing police and community interaction

### **Staff Report**

- The Small Business Commission Annual Report will be ready to view by the March meeting
- Ms. Muse announced that the Board of Supervisors will announce its budget shortly and that she will report on the effects of the last legislative session at the March meeting

### **Announcements**

- There will be a group photo of the Small Business Commission at the March meeting

### **Action Items**

- DPMM to prepare and print the Annual Report
- DPMM to update the committees page with the February 2017 newsletter (<http://www.fairfaxcounty.gov/dpmm/sbc/committees.htm>)
- SBC to notify Commissioner Wood for scheduling future recordings
- Commissioner Novak to ask OEM's Avery Church whether cybersecurity can be a topic covered by OEM at the Vendor Forum
- SBC to send questions and concerns to Commissioner Pellegrin regarding potential speakers and topics

**Adjournment** – Chairman Pellegrin adjourned the meeting at 9:00 p.m.